

**October 19, 2004**

**WEST VIRGINIA BULLETIN NO: WV120-5-1**

**SUBJECT: ADS-Magnetic Signs for Vehicles**

**Purpose: To provide guidance on use and placement of magnetic signs on Government owned vehicles**

**Expiration Date: September 30, 2005**

**Magnetic signs with the agency logo and name were ordered in September of 2004 for each GOV in West Virginia. They will be delivered to each Area Office. The Area Offices are to send the appropriate number of signs to each field office within their area. Every GOV shall have the sign displayed appropriately at all times.**

**The ASTC-FO's are to ensure each GOV in their area has a sign displayed on the front doors (driver & passenger side) of the vehicle midway between the bottom of the door and the lower part of the window, properly centered front to rear. The signs are to be utilized and maintained on all vehicles. If removed due to personnel concerns the employee shall have written approval of the ASTC-FO, or a Principal Staff member.**

**Additionally, Principal staff members at the State Office are to contact Judy Topalanchik to obtain signs for the vehicles assigned to their staff. This includes the MO personnel located in the field. Leonard Jackson will install the signs on the pool vehicles.**

**GOV's are to display the signs until further notice. All signs are to be removed before disposal of a GOV and reused on replacement vehicles. If replacement signs are needed, contact your Supervisor.**

**If you have questions or need additional information, please contact Charlotte Wertz, State Administrative Officer, (304) 284-7540.**

**/s/**

**LILLIAN V. WOODS  
State Conservationist**

**DIST: E**